



## Capital Planning Committee

Capital Plan for FY2024 (July 1, 2023 – June 30, 2024)  
5-Year Plan for FY2024 – FY2028

Date: Thursday, September 15, 2022  
Time: 5:00pm-7:00pm  
Location: Zoom Meeting

### Minutes

Attendance: Joseph Barr,  
Ida Cody,  
Jose Farias,  
Darrel Harmer,  
Jonathan Haughton,  
Elizabeth Homan,  
Kate Loosian,  
Phyllis Marshall,  
Michael Mason,  
Chris Moore (left at 5:20pm),  
Sandy Pooler,  
Joe Solomon,  
Julie Wayman, Budget Director,  
Timur Kaya Yontar,

Not in attendance: Kate Loosian.

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**Meeting Opened:** Mr. Yontar called the meeting to order at 5:00pm and stated the acknowledgement of native/indigenous lands.

**Approval of Minutes:** The minutes from the June 16, 2022 meeting were reviewed and approved by the following vote:

Joseph Barr: Yes,  
Ida Cody: Yes,  
Jose Farias: Abstain,  
Darrel Harmer (seconded motion to approve): Yes,  
Jonathan Haughton: Abstain,  
Kate Loosian: Absent,

Phyllis Marshall: Yes,  
Michael Mason: Abstain,  
Chris Moore (made motion to approve): Yes,  
Joe Solomon: Abstain,  
Timur Kaya Yontar: Yes.

**Introductions:** Mr. Yontar had Committee members introduce themselves, and had the newly appointed members (Mr. Harmer, Mr. Haughton, and Mr. Solomon) provide more detailed introductions. He also went over the appointment schedule for the appointed Committee members, along with the Committee officers.

**Committee Meeting Schedule:** Mr. Yontar went through the Committee meeting calendar, along with the other key upcoming milestones such as the presentation to the Finance Committee in March and Annual Town Meeting beginning in late April. He noted that Committee needs to deliver the capital plan to the Town Manager by early January, so that the Town Manager can have the full budget ready by January 15. Mr. Yontar also went through the basic process for subcommittees to review requests, meet with department heads, and report back to the entire Committee. From there, the Committee will start to look at all the requests together, perform a joint ranking of the requests, and work to assemble a capital plan that fits within the fiscal constraint for both FY2024 and the overall five-year plan covering FY2024-FY2028.

**Committee Organization:** Mr. Yontar went over the membership of the standing and *ad hoc* subcommittees:

- Standing Subcommittees:
  - Public Works and Recreation: Mr. Barr, Ms. Marshall, and Mr. Solomon.
  - Administration: Ms. Cody, Mr. Haughton, and Ms. Loosian.
  - Finance: Mr. Harmer, Mr. Mason, Mr. Moore, and Ms. Wayman.
  - Public Safety: Mr. Farias and Mr. Yontar
- *Ad Hoc* Subcommittees:
  - Large Project Capacity: Mr. Moore plus additional members to be determined.
  - Software: Mr. Harmer, Mr. Moore, Ms. Wayman, and Mr. Yontar.
  - Report to Town Meeting Report: Mr. Moore, Ms. Wayman, Mr. Yontar, and additional members to be determined.

**Review of Capital Requests:** Mr. Yontar summarized the process for reviewing the capital requests from each department and indicated that Ms. Wayman will provide the standing subcommittees with a department-by-department breakdown of the capital requests that have been submitted for the five years of the plan. He also went over the process for reviewing the status of prior year capital allocations (potential sweeps).

The Committee then discussed how the discussion with department heads tends to proceed and provided advice (particularly for new members) about how to get the best information about both the new requests and the prior year capital allocations. Mr. Solomon asked about how the cost estimates are developed and validated, and

Committee member indicated that they are provided by the departments and are generally relatively accurate based on the information and level of detail available at the time they are submitted. In some cases, the Committee may ask for additional backup or purchasing quotes. The Committee also discussed the process of trying to move certain items out of the capital budget and into the operating budget if they do not fully meet the definition of being capital eligible. Mr. Yontar also discussed the process of coordinating certain requests (as appropriate) with the Facilities and Information Technology Departments, as well as with the Community Preservation Act Committee (particularly for playground projects).

**Prior Year Capital Program:** Mr. Yontar provided a brief recap of the 2022 Annual Town Meeting and the approval of the FY23 capital budget. Ms. Wayman then provided a brief overview of the status of prior appropriations and the associated projects that are underway. Most projects are moving forward and expending the allocated funds, but there are some projects that are delayed, in many cases for reasons related to the Covid-19 pandemic, due to either delays/supply chain issues or increased project costs from inflation.

**Fiscal Environment:** Mr. Yontar provided an overview of the fiscal environment. Arlington has been a beneficiary of funding from the American Rescue Plan Act, which is a one-time infusion of funds that will not carry forward. He discussed the mainly residential tax base and the fact that the growth in expenditures is higher than the growth in revenue. This leads to the need for regular Proposition 2½ overrides to keep up with those expenditures. The Town is likely to have a vote on an override in the spring of 2023, but leadership is working to determine if that is the right timing based on various factors. Mr. Yontar also discussed the ongoing pressures on costs and expenditures, such as increased project costs due to supply chain constraints.

**Review of Capital Requests:** Because this is the first meeting of the plan year, there were no capital requests to review. Mr. Yontar asked that subcommittees work on determining when they can present their departmental requests to the full Committee and encouraged that at least a couple of departments be ready to be presented at the meeting on September 29th. Mr. Yontar also asked if there are presentations from department heads (or other staff) that Committee members would like to see take place at future meetings. Mr. Barr suggest that the new Library Director talk to the Committee at some point later in 2022 or in early 2023, to discuss future planning for library capital improvements.

**New Business:** Mr. Pooler mentioned that the Department of Public Works (DPW) is planning to add a new request (not currently in the spreadsheet) for \$1.5M in FY25 to cover the cost of Town-owned waste toters (large rubbish and recycling bins). DPW believes that owning these toters may make the next procurement for waste hauling services more competitive, since the industry seems to be heading towards standardizing these bins to allow for increased mechanization of operations. Committee member expressed some skepticism about whether it made sense to purchase these toters in advance of knowing the contractor and their requirements, and the Public Works and

Recreation subcommittee was asked to get more information from DPW during the review of their requests.

**Meeting Adjournment:** The meeting adjourned at 6:15pm, based on the following vote:

Joseph Barr (seconded motion to approve): Yes,  
Ida Cody: Yes,  
Jose Farias: Yes,  
Darrel Harmer: Yes,  
Jonathan Houghton (made motion to approve): Yes,  
Kate Loosian: Yes,  
Phyllis Marshall: Yes,  
Michael Mason: Yes,  
Chris Moore: Absent,  
Joe Solomon: Yes,  
Timur Kaya Yontar: Yes.